



WOMEN'S ACTION TO GAIN ECONOMIC SECURITY
Paid Internship Announcement

Support Women's Economic Empowerment & Microenterprise!

I began my internship at WAGES wanting to learn more about microfinance but I came away from the experience with a lot more....

ORGANIZATION DESCRIPTION

WAGES (Women's Action to Gain Economic Security) incubates and supports green housecleaning cooperatives. Our mission is to build worker-owned green businesses that create healthy, dignified jobs for low-income women. We launch cooperatives where women develop personal and professional skills, become leaders, and gain economic security.

WAGES has established five sustainable cooperative businesses in the Bay Area that double or triple low-income Latina workers' earnings while protecting the environment, and has provided technical assistance and coaching to numerous organizations across the country undertaking cooperative development. WAGES is currently exploring new industries beyond green cleaning with plans to launch a new women-owned co-op later this year. WAGES offers candidates an exciting opportunity to bring their talents, leadership and creativity to a unique effort advancing social justice, green jobs and women's empowerment. For more information on our work, see www.wagescooperatives.org.

POSITION OVERVIEW

WAGES is seeking up to three enthusiastic and driven summer interns to play key roles supporting our operations and programs – directly advancing our mission of increasing the number of dignified, healthy jobs and opportunities for asset accumulation for low-income women.

All interns will play a part in day-to-day operations at WAGES as needed, including supporting our annual impact study (interviews and focus groups with co-op members), helping with online and social media communications, and assisting with miscellaneous tasks such as filing, data entry and general office management.

In addition, each intern will dedicate a significant portion of their time (at least 50%) to a core project concentrated in one area of WAGES' work and operations. We are seeking interns who are passionate about our mission and excited to take "ownership" of their core project. While projects will be determined based on individual skills, interests, and program needs at WAGES, likely core projects for this summer include:

- **Communications & social media development:** Create content for WAGES' blog, curate social media outlets, catalogue and organize photo library, assist in developing a storybanking program to gather and share co-op member stories.
- **Strengthen fundraising strategies:** Support greater leveraging of WAGES' donor database through data analysis, report creation, and strategy development to identify giving trends and develop new donor outreach approaches.
- **Expand WAGES' volunteer program:** Formalize volunteer protocols and create outreach tools and strategies to improve recruitment, management, and support for volunteers.
- **Community outreach & education program development:** Explore community engagement opportunities for WAGES, and create a strategy to engage more co-op members in community education delivery.

Through this opportunity, interns will strengthen and develop skills in key nonprofit and public sector functions including fundraising, program delivery and evaluation, microenterprise, donor relations, and nonprofit communications, while gaining experience working in a growing economic development organization. In-house training will be provided, along with the opportunity to participate in and learn from a dedicated, highly talented and effective team.

QUALIFICATIONS

- Excellent interpersonal, organizational, and verbal and written communication skills
- Demonstrated interest/experience in working with immigrant communities, micro-enterprise, and women's empowerment.
- Experience working with communications, fundraising, databases, community-based programs, or volunteer management a plus
- Professionalism, creativity, entrepreneurial spirit, and a positive attitude.
- Ability to take initiative and proactively manage multiple tasks and projects at a time while meeting deadlines.
- Flexibility, creativity and willingness to learn and work on different tasks as needed
- Strong computer skills, including Microsoft Office
- Spanish language proficiency preferred
- Interns must be able to provide their own laptops for their work at WAGES

COMPENSATION AND SCHEDULE

Each intern will receive a \$1,000 stipend and will be committed to working on-site at WAGES' offices in Oakland for 10-12 hours per week for 10 weeks over the summer.

... In addition to gaining a better understanding of the economic status of women of color in the Bay Area, I was able to acquire and hone practical and substantive skills. As a communications and development intern, I helped create WAGES' facebook updates, newsletters, and grant applications. Through these tasks I learned so much about how non-profit organizations actually function and what it takes to make one successful. As someone who wants to pursue a career in service, understanding the practical side of the public sector is invaluable. But to the same extent that my internship was about the nuts and bolts, it continued to nurture a passion for helping others and a desire to make a difference. As an intern in any organization, it can be difficult to feel like you're making an impact but the WAGES staff really does everything to remind interns of the value of their contributions to the bigger picture.

-Neha Jaganathan, WAGES 2011 Summer Intern

TO APPLY

Submit your resume, a cover letter highlighting how your experience and skills meet the position requirements, and a writing sample to Kelsea McDonough via e-mail at kelsea@wagescooperatives.org. Please write "Summer Intern - YOUR NAME" in the subject line. Applications will be reviewed on a rolling basis.